

JOB DESCRIPTION & PERSON SPECIFICATION

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| Group: | Corporate and Frontline Services |
| Division: | Highways and Streetcare |
| Section: | Strategic Projects |
| Sub Section: | Projects Team |
| Post Title: | Senior Project Manager |
| Vision Post Number: | 10367 |
| Grade: | GR11 |
| Responsible to: | Capital Projects Manager |
| Posts Reporting to this Post: | None |
| Team: | Projects |
| DBS Required Level: | N/A |
| Location: | Sardis House, Pontypridd |
| Date of Description: | October 2015 |

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality services in respect of the Strategic Projects Section of the Corporate and Frontline Services Group.

SPECIFIC RESPONSIBILITY

To make a positive contribution to the achievement of the objectives and performance targets as set out in the Business Plan for the Strategic Projects Section.



To assist in the management of the resources, financial, human and physical of the Projects Section.

To respond to complaints, queries and requests for service in accordance with Council Policy and direction.

To provide high quality project management of assigned projects.

To ensure that Project Delivery Plans are formulated for each assigned project.

To be responsible for and lead on the management of projects through all stages of preparation and implementation.

To prepare commissioning briefs for design, supervision, feasibility studies and other documents relating to statutory procedures relating to engineering and transportation projects.

To scrutinise the design, supervision, feasibility studies and other documents relating to engineering and transportation projects.

To lead multi-disciplinary project teams of varying professions in the delivery of engineering and transportation projects.

To be responsible for the financial monitoring of engineering and transportation projects.

To be responsible for the monitoring and mitigation strategies on programme delivery of engineering and transportation projects.

To act as Client on engineering and transportation projects in respect of the CDM Regulations 2015.

To lead on the necessary statutory procedures required by the projects for their implementation.

To agree fee bids with consultants, specialists and statutory undertakers on behalf of the Council.

Preparation of financial information for the use in submission of grant funding applications.

Preparation of project briefing reports and delegated officer reports.

To monitor, record and report on all aspects of project progress as necessary.

To lead on liaison with statutory consultees as part of the project delivery process.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.



To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|--|--|---|
| KNOWLEDGE / EDUCATION | <p>Qualified to HNC/HND level in Civil Engineering or a similar discipline</p> <p>Knowledge of Civil Engineering</p> <p>Knowledge of Contract Management</p> <p>Knowledge of Planning and programming of works.</p> <p>Knowledge of ICT.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p> | <p>Qualified to Degree level in Civil Engineering or a similar discipline</p> <p>Knowledge of Environmental Engineering and/or water engineering</p> <p>Professional Qualification - Incorporated Engineer or Equivalent</p> <p>Project Management qualifications eg Prince 2.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> |
| EXPERIENCE | <p>Experience in a civil engineering or transportation section.</p> <p>Experience in a project management section.</p> <p>Experience in delivering targets - internal, financial and/or external.</p> <p>Management of Budgets.</p> <p>Project Management of complex projects</p> <p>Contract Administration</p> <p>CDM Regulations</p> | <p>Experience of delivery of projects in a partnership setting.</p> <p>Service and business planning.</p> <p>Experience of leading multi-disciplinary teams.</p> <p>Management of Staff</p> |
| COMPETENCIES | Technical, Specialist and Professional Competency Framework | |
| Working in Partnerships and Teams | <p>Builds lasting, positive & supportive relationships with a wide variety of people</p> <p>Praises other team members and helps to motivate people and maintain morale</p> | |

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| 1. Communicating Effectively | <p>Communicates clearly and concisely</p> <p>Cascades and shares information appropriately – on time and to the right people</p> |
| 2. Professional Expertise and Development | <p>Demonstrates excellent practice and an extensive knowledge base in their own professional areas</p> <p>Understands and complies with external requirements, standards and benchmarks</p> |
| 3. Managing Resources | <p>Reviews resources regularly to meet changing demands, Looks at the bigger picture in terms of resources</p> <p>Demonstrates a good understanding of financial issues and procedures</p> |
| 4. Achieving Results | <p>Sets objectives and targets based on team, division and Council's strategy and business plans.</p> <p>Anticipates potential problems and resolves them early</p> |
| 5. Focusing on Service Users | <p>Uses professional knowledge and expertise to raise standards of service for customers</p> <p>Sets clear and realistic expectations for customers</p> |
| 6. Creating and responding to change | <p>Engages with new ideas and looks for ways to make them work</p> <p>Contributes ideas to better manage systems, processes or practices</p> |
| 7. Being accountable | <p>Takes full responsibility for delivery of tasks</p> <p>Is always open, honest and transparent</p> |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | |